

TRIBAL ADMINISTRATOR

Position Announcement

BACKGROUND:

The Tribal Administrator is the senior operational officer responsible to carry out the strategic plans and policies for all tribal activities. Through a respectful, constructive and energetic style, this professional provides managerial leadership and oversight of all the Tribal entities. Oversees operations to insure production efficiency, quality, service, and cost-effective management of resources. This person maintains and enhances Tribal resources, Tribal Sovereignty, and land holdings, ensuring long-range prosperity. This person directs the work of the senior level of Tribal management while building consensus and managing competing needs to achieve strategic advantage. Responsibilities include the attainment of both short-term and long-term goals and the development of the organization to ensure future growth. This person relies on sound judgment using current and reliable data to plan and accomplish the mission and goals of the Kaibab Paiute Tribe.

DEPARTMENT:	Administration
SUPERVISOR:	Tribal Chairperson
STATUS:	Full-time, permanent/Benefits after 90 days
In-House/Tribal Applications Due:	September 16, 2020
All other Applications Due:	September 23, 2020 or UNTIL FILLED
Salary:	DOE

DUTIES & RESPONSIBILITIES:

Tribal Council Coordination/Communication

Represents the Tribe in internal and external forms and processes with prior approval by the Tribal Council in order to enhance the prestige of the Tribe to both the Kaibab Paiute Tribe and the external community; participates in community events and is visible to the community

Managerial Leadership

Oversees the operations of organization and manages compliance with legal and regulatory requirements; creates and maintains procedures for implementing plans approved by the Tribal Council

Fiscal Management

Ensures the development and implementation of the Tribe's strategic plan and business plans for the current entities and new business endeavors to achieve long-range sustainability; ensures the development of operating and capital budgets for all entities according to the budget policy; monitors and provides oversight monthly for all budgets for the Tribe and its entities; directs and oversees effective corrective action as required

Organizational Development

Advocates and promotes the Tribe's Fundamental Philosophy; fosters a positive, results driven, accountable environment; establishes credibility with the organization and Tribal council to develop solutions to enterprise and governmental challenges

MINIMUM REQUIREMENTS:

Applicants should have a Bachelor's Degree and a minimum of 5 years experience in the successful supervision and leadership of senior level executives, preferably with a tribal organization; experience in strategic planning and execution; knowledge of contracting, negotiating, and change management; skill in examining and re-engineering operations and procedures; experience in formulating policy, and developing and implementing new strategies and procedures; ability to develop financial plans and manage resources; ability to analyze and interpret financial data; knowledge of public relations principles and practices; knowledge of communication and public relations techniques; ability to develop and deliver presentations; ability to identify and secure funding and revenue sources; must pass a fingerprint and criminal background check; must have a valid driver's license with a good driving record and be insurable

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

DRIVER'S LICENSE AND DRIVING RECORD POLICY:

All employees, except convenience store clerks, must present and maintain a valid driver's license and a driving record acceptable to our insurer. When an applicant applies for employment, a current driving record must be submitted with the application or they will not be allowed to interview.

Employment applications are available online– www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245.

Only completed applications will be accepted. All applications must have a copy of requested education requirements, Driver's License and a 36 month Driving Record.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE
INDIAN PREFERENCE ACT